

APPENDIX E-104 P

TRANSACTION HISTORY FILE INQUIRY DOCUMENT

1. FORMS USED

Transaction History File (THF) Inquiry Document, DIC ZCB or ZQA, appendix B-104.

2. REASON/CRITERIA FOR PREPARATION

The THF Inquiry Document is prepared to query the THF. Refer to chapter 2, Inventory Accounting.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Inventory Accounting Branch, Stock Control Division, DSO will be designated as the control point for THF Inquiries to eliminate duplication and unnecessary printouts.

4. PROCEDURES/INSTRUCTIONS

a. The THF Inquiry DIC ZCB is prepared as outlined in appendix B-104 utilizing action codes listed below (refer to appendix A-42) to produce the desired printout. DIC ZCB inquiries with Action Codes HC, HD, HG, HH, HJ, HM, HN and HP are capable of producing large masses of paper as a reply and tying up computer equipment for considerable lengths of time. Therefore, these inquiries are to be rigidly controlled. These inquiries are to be forwarded to ODS, by Inter-Office Memorandum (IOM), over an authorizing signature (Division level supervisor or Management Support Office Chief/Deputy). A copy of this IOM must be forwarded to the Management Support Office, DSO for control purposes. ODS will schedule processing of system inquiries during time periods which will not jeopardize day-to-day operations. This IOM will be forwarded to ODS only when Violation Reason Code OG is being cleared by Reentry Code ER. It will never be forwarded to ODS prior to the Violation clearance action. The following are the DIC ZCB record entries:

<u>FIELD</u> <u>POSITIONS</u>	<u>ENTRY</u>
1-3	DIC ZCB.
4-6	Enter RIC of DSC.
7	Leave blank.
8-20	Enter NSN for Action Codes HC, HD, HG, HH or HP; otherwise, leave blank.
21-29	Leave blank.

<u>FIELD POSITIONS</u>	<u>ENTRY</u>
30-35	Enter Activity Address Code for Action Code HN; otherwise, leave blank.
36-53	Enter the reason for inquiry.
54-56	Enter Directive Number for Action Code HM; otherwise, leave blank.
57-59	Enter Project Code for Action Code HJ; otherwise, leave blank.
60-64	*Enter beginning date.
65-66	Leave blank.
67-69	Enter Location for Action Code HP. Leave blank for Action Codes HJ, HM or HN. May enter Location for Action Codes HC, HD, HG or HH; otherwise, leave blank for all locations.
70-71	Leave blank.
72-76	*Enter ending date. Ending date cannot be greater than two years from the current date.
77-78	Enter Output Routing Code.
79-80	**Enter Action Code.

*Enter 2-digit year and 3-digit Julian date (format YYDDD).

**The following are the applicable Action Codes and their definition:

<u>CODE</u>	<u>DEFINITION</u>
HC	All DIC D7_ Issue Transactions for a specific NSN and location or for all locations.
HD	All DICs D8_ and D9_ adjustment transactions for a specific NSN and location or for all locations.
HG	All DICs DD_ and DF_ Due-In transactions for a specific NSN and location or for all locations.
HH	All DICs D4_ and D6_ Receipt Transactions for a specific NSN and location or all locations.
HP	All transactions for a specific NSN and location.
HJ	All transactions for a specific Project Code.
HM	All transactions for a specific Directive Number.
HN	All transactions for a specific Activity Address Code.

b. The THF Inquiry DIC ZQA is prepared as outlined in appendix B-104. The following are the DIC ZQA record entries:

<u>FIELD POSITIONS</u>	<u>ENTRY</u>
1-3	DIC ZQA.
4-5	Enter Output Routing Code.
6	Enter Commodity Management Category Code.
7	Leave blank.
8-20	Enter NSN.
21	Leave blank.
22-23	*Enter beginning month.
24-25	*Enter ending month. Ending month cannot be greater than two years from the current date.
26-28	**Enter RIC of Storage Location, if applicable.
29-46	Enter the reason for inquiry.
47-80	Leave blank.

*Enter the months involved i.e., 00 = current month, 01 = 1 month ago, and so on.

**This entry is required only when the inquiry is for a specific location. Leave blank if inquiry is for all locations.

c. DIC ZCB and ZQA inquiries are processed through SAMMSTEL by entering verb SODE as described in DLAH 4745.2, Volume I, DLA Remote Users Handbook.

d. DIC ZCB and ZQA inquiries are processed daily against the most current three months of THF. If the inquiry time period is beyond the current three months, the inquiry will be processed by an as required job that normally runs several times a week.

e. Inquiry limits are as follows:

(1) A maximum of 100 DIC ZCB inquiries can be input for each run of the inquiry program. If more than 100 DIC ZCB inquiries are input, the overflow will be suspended until the inquiry program is run again.

(2) There is no limit to the number of DIC ZQA inquiries that can be input to one run of the inquiry program. However, a maximum of 10 DIC ZQA inquiries for a single NSN may be input in one run of the inquiry program. If more than 10 DIC ZQA inquiries per NSN are input, the overflow will be suspended until the inquiry program is run again.

f. DIC ZCB and ZQA inquiry replies, as well as invalid DIC ZCB and ZQA inquiries, will print on the F-110 report (see appendix F-110).

g. DSCs having the THF on microfilm will use that file for research of data.

5. FLOWCHART

Flowchart not required.